

**MONTANA STATE UNIVERSITY  
COLLEGE OF NURSING**

**POLICY #A-23**

**TITLE: CAMPUS DIRECTOR DISCRETIONARY MONIES**

**Purpose:** To cover purchases that will meet the unique needs of individual campus sites, approved at the discretion of the Campus Director and in keeping with state rules and regulations.

**History:** In the mid-1990s, after visiting each of the upper division campus sites, the Assistant to the Dean made a recommendation to Acting Dean Kathleen Chafey that monies be set aside to be used at the discretion of each individual Campus Director to meet the varied and unique needs of her particular campus. The recommendation was approved, and the Dean has subsequently made a yearly allocation to the Campus Directors based on campus size. The availability of discretionary monies has permitted Campus Directors the flexibility of making decisions without having to wait until the end of the fiscal year to find out if funds are available for “wish list” items for their campus.

**Approved Expenditures:** Use of funds is at the sole discretion of each Campus Director. However, because the funding comes from the state instructional budget, state regulations must be adhered to in making spending decisions. For example, the monies *cannot* be used to purchase alcohol, flowers, gifts or awards, nor can they be used to make charitable contributions to other organizations. In addition, every allowable purchase must have appropriate back-up documentation (e.g., a detailed receipt, an invoice, a purchase order, etc.) Also, a word of caution about using Campus Director money for refreshments. State money *cannot* be used for a campus social event (e.g., office party, receptions for employees, etc.) However, state money can be used to provide refreshments or meals during events in which business is conducted (e.g., meetings, etc.) or when the public is involved. When in doubt, please feel free to contact the Accounting Technician’s Office prior to arranging. In turn, the Business Office can be consulted, as needed, for clarification.

The Campus Director will consult with faculty about potential expenditures. While Campus Director money may be used to fund student education related items, the main focus is on support of the upper division campus sites. Examples of how funds have been used in the past include the following: purchase of tables, office chairs, organizers, pictures, posters, wall hangings, bottled water, computer tables, printers, sound cards, books, registrations, travel, faculty business cards, video tapes, name plates, banners, coffee makers, coffee room supplies, etc. It is important to note that this listing provides examples only. This fund is to be used at the discretion of the Campus Director who is only restricted by the rules and regulations governing use of state funds. Local Administrative Assistants or the Accounting Technician’s office should be consulted, as needed.

*Prepared for Campus Director Reference*

**Reviewed/Approved by:**

**Level I: Executive Council (April, 2006)**

**Level II: Dean (April, 2006)**